

11 May 1983

MEMORANDUM FOR: Deputy Director of Information Services

FROM: Chief, Classification Review Division
Office of Information Services

SUBJECT: CRD Production Statistics for the
Period of April 1982 to April 1983

1. The following are the statistics for the 13-month period that I have been Chief of CRD, April 1982 to April 1983. They are broken down by category and are explained or clarified with comments as thought necessary.

2. CRD Statistics:

a. Systematic classification review program was the major responsibility of CRD until 1 August 1982 when EO 12356 came into effect and the program was suspended for records held by the Agency itself. After that date, systematic review was limited to supporting programs that other agencies continued and namely, the Department of State, NARS, and DOD. In this program, during this 13-month period, CRD reviewed 25,930 documents consisting of 656,073 pages and CRD reviewers spent 4,665 manhours on this task. Of the documents reviewed, we declassified 2.618 percent. To indicate the difference in the production level of systematic review made by the advent of EO 12356, it may be noted that during the period April - July 1982, CRD reviewed an average of 9,813 documents per month under systematic review and for the period August 1982 - April 1983, the average dropped to 370 documents per month. As noted above, the latter figure reflects documents that come to CRD from other agencies that continued to conduct systematic reviews.

b. Employee manuscripts reviewed for the DDA, except for the Office of Security, came to a total of 173 manuscripts consisting of 13,534 pages that required 887 manhours to review.

c. FRUS volumes were received from State which included a total of 2,604 documents consisting of 10,397 pages and required 898 manhours to review.

d. Other review which included U.S. military histories in manuscript form, damage assessment reviews, FOIA reviews, some permanent OSS records, and other ad hoc requests totalled 733 documents consisting of 178,623 pages and consumed 1,913 manhours.

e. In January 1983, CRD began to review released material for input into the Released Information Management System (RIMS). Information significantly relating to classification questions is extracted and written onto data input forms. This activity for the period January - April 1983 covered 55 documents (almost all were published books) consisting of 14,279 pages and took 1,041 manhours.

f. Review conducted by CRD at NARS and WNRC at Suitland covered 601 documents consisting of 10,283 pages and took 81 manhours.

g. In February 1983, CRD began to review Summaries of Agency Employment (SAEs) for all employees leaving the Agency who never served under cover. In the three-month period, February - April 1983, CRD reviewed 56 SAEs consisting of 210 pages which took 70 manhours.

h. Four two-person teams visited the Truman, Eisenhower, and Roosevelt Presidential Libraries where they spent a total of 559 manhours and reviewed 8,300 documents consisting of 24,350 pages.

i. From April to 30 September 1982, CRD had a 13-member OSS review team that reviewed permanent OSS records for declassification. They reviewed a total of 750 cubic feet of material (about 2,000 per foot) and released about 93 percent of it. In addition, they spent 127 manhours reviewing FOIA requests for OSS material and nine manhours at NARS where they reviewed 1,380 pages of OSS material.


C/CRD

Syst

FRUS

PRB

Other

%

WEEK	Docs	Pgs	Mchrs	Docs	Pgs	Hrs	Stems	Pgs	Hrs	Docs	Pgs	Hrs	Do Class
JAN	1218	22574	250	1	228	16	1	241	10	3	207	27	21/1.2
	1218	11842	205	1	483	24	2	14	1.5	1	499	29	21/1.9
	2157	25992	275	0	628	31	6	259	25.5	1	479	24	32/1.5
	2053	16035	268	1	315	18	7	596	52	3	228	14	50/2.5
	3537	17684	216	2	388	26	7	923	64	5	30	22.5	51/1.2
	5301	22022	309	-	-	17	2	41	8	57	105	23	16/1.3
	2558	20875	262.5	3	1038	41	3	57	5	18	125	25	19/1.8
	2212	18575	330.5	2	555	40	5	196	18	19	72	14.5	22/1.0
Feb	1911	24027	288.5	2	1327	49	9	470	41	21	37	8.5	23/1.3
	1075	21291	253.5	3	475	29	4	78	11	1	350	17	22/2.1
	1245	17454	233	3	716	50	6	651	49	3	115	6	127/10.1
	1489	10578	191	2	601	46	5	687	67	2	20	4	11/1.8
	1476	9265	226	1	265	29	3	187	17	7	96	24	61/4.1
Mar	1563	7185	192.5	2	592	32	4	567	38	180	470	18	47/3.1
	1815	11558	217.5	4	169	18	7	451	39.5	1	172	11	3/1.2
	1294	14282	223	1	242	20	2	22	16	1	3	1.5	40/3.1
	1492	11069	167	1	61	1	1	291	19	9	41	9	11/1.1
	2786	25346	390	2	303	21	3	313	19	9	33	10	41/1.5
	2965	13277	236.75	-	-	-	2	175	26	10	2271	18	27/1.3
Apr	2079	11228	200.5	-	-	-	3	233	18.5	4	5629	118	5/1.5
	1131	11040	153.5	-	-	-	3	339	52	176	12045	143	10/1.3
	780	13583	152	-	-	-	2	22	4	31	12176	100	152/19.3
	789	17471	179	-	-	-	3	30	17	7	10850	129	19/32.7
May	694	46357	149	-	-	-	1	400	8	6	8831	116	26/4.8
	633	40257	156	-	-	-	4	430	20	11	14585	142.5	6/1.7
	905	35023	147.5	1	-	4	2	285	6	8	17264	150.5	-
	1009	28045	147	-	-	-	3	79	10	10	-	-	-
Jun	47385	527930	5969	32	8386	485	100	8037	636	603	86771	1212	640/

REVIEW WORK IN 1982 (CONT) II

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Systematic

FRUS

PRB

Other

5%

	Docs	Pgs	Mins	Docs	Pgs	Hrs	Docs	Pgs	Hrs	Docs	Pgs	Hrs	Dec	Cass
Jul	185	6063	89	-	-	-	2	256	10	7	8727	72	20/10.9	
	586	3858	91.5	-	-	-	-	-	-	10	19950	74		
	415	2233	56	-	-	-	2	19	3	15	23691	111	19/4.6	
	-	-	-	16	121	2	3	59	6	12	27548	155		
	315	15198	157.5	-	-	-	5	412	25	24	347	32		
	408	19420	197.5	-	-	-	2	590	40	2	141	25		
	165	23750	254	-	-	-	2	7	5	3	112	11		
	10	18903	240	-	-	-	1	3	15	-	-	-		
	11	24066	227	-	-	-	1	22	1	-	-	-		
Sep	9	14030	122.5	-	-	-	2	40	3.5	6	78	8		
	35	33227	30.5	-	-	-	2	28	5	7	94	4		
	19	36783	316	-	-	-	5	50	8	3	3	37		
	33	23590	264	-	-	-	3	120	7.5	-	-	-		
	15.5	19725	264	9	30	8	2	15	2	1	-	24		
	126	12566	157	36	185	13	3	547	27	1	317	12		
	112	21142	229	65	214	21.5	4	38	19	-	-	-		
	11	16368	251	65	211	18	3	480	33	11	122	8		
	12	11515	175.5	95	321	21	3	686	42	7	313	28		
Nov	9	6194	108.5	67	183	13	3	486	30	7	14	2		
	5	5655	75.5	31	87	12	2	463	23.5	14	24	17		
	2	502	16.5	30	244	22	2	113	16	-	-	-		
	3	2476	35.5	-	416	38	4	460	21	1	1	1.5		
	2486	314264	3632	414	2012	168	56	4894	328	131	92209	620	59/	

REVIEW WORK IN 1982-83 (Cont) 771

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Syst

FRUS

PRB

Other

RIMS

	Docs	Pgs	Hrs	Docs	Pgs	Hrs	Docs	Pgs	Hrs	Docs	Pgs	Hrs	Docs	Pgs	Hrs
Dec	45	3184	51.5	10	33	20	12	348	20.5	-	-	-	-	-	-
	58	3676	55	-	250	30	2	528	38	-	-	-	-	-	-
	5	1457	18.5	12	212	39.5	-	-	-	-	-	-	-	-	-
	16	2056	27.5	25	84	16	1	16	1	-	-	-	-	-	-
	124	10,373	152	47	579	105	15	892	59	-	-	-	-	-	-

1983

Jan	10	828	19	129	387	38	5	116	18.5	-	-	-	6	1673	70
	197	6987	74.5	442	1423	77	5	100	10.5	-	-	-	6	7	2379 176
	238	7883	104	724	2075	99	1	2	2	-	-	-	10	1385	139.5
	43	5665	118.5	185	1111	86.5	3	95	4	1	1	1	6	1215	108.5
Feb	180	2733	95.5	185	553	61	-	-	-	1	1	1	4	761	51
	20	1495	62	50	198	19	2	39	12	58	541	48	2	627	40
	9	1919	57.5	15	38	8	1	16	3	58	516	78	1	243	10
	349	1709	34.5	-	-	15	5	74	11	4	54	23	1	238	12
Mar	310	1629	43	-	-	-	1	24	4	3	12	51	1	70	19
	-	-	14	-	-	-	8	295	23	3	10	3	3	548	70
	1	8	16	-	-	-	9	1097	34	3	88	26	5	1192	71.5
	1	8	16	-	-	-	4	147	9	-	-	-	2	840	59.5
	2	6	28.5	15	37	18	6	506	20	-	347	22	2	525	52
	-	-	23	-	-	24	6	697	20	1	149	16.5	2	260	50
Apr	-	-	19	387	1352	18	6	228	11	-	155	10	1	47	49.5
	352	912	16	-	-	29	3	488	34	1	36	10	2	603	42.5
	197	673	31	-	-	8	6	-	-	-	-	-	-	-	-
	1909	32455	756	2132	7174	500	65	3924	216	133	1910	295	55	14279	1041

Syst Rev Apr 82 - Apr 83 :

Doc	Docs	Pgs	Hrs
Apr - Jun 82 :	21411	298981	125
Jul - Nov 82 :	2486	314264	3632
Dec 82 :	124	10,373	152
Jan - Apr 83 :	1909	32455	756
	<u>25930</u>	<u>656,073</u>	<u>4665</u>

PR3

	<u>Items</u>	<u>Pgs</u>	<u>Hrs</u>
Apr - Jun 82 :	43	3824	284
Jul - Nov 82 :	56	4894	328
Dec 82 :	15	892	59
Jan - Apr 83 :	65	3924	216
	<u>173</u>	<u>13534</u>	<u>887</u>

Other

	<u>Docs</u>	<u>Pgs</u>	<u>Hrs</u>
Apr - Jun 82 :	469	84,504	998
Jul - Nov 82 :	131	92,209	620
Dec 82 :	0	0	0
Jan - Apr 83 :	133	1910	295
	<u>733</u>	<u>178,623</u>	<u>1913</u>

11 May 83

FRUS

	<u>Docs</u>	<u>Pgs</u>	<u>Hrs</u>
Apr - Jun 82 :	11	1632	125
Jul - Nov 82 :	414	2012	168
Dec 82 :	47	579	105
Jan - Apr 83 :	<u>2132</u>	<u>7174</u>	<u>500</u>
	2604	10,397	898

RIMS

	<u>Docs</u>	<u>Pgs</u>	<u>Hrs</u>
Jan - Apr 83 :	55	14,279	1041

Review at NARS 1982

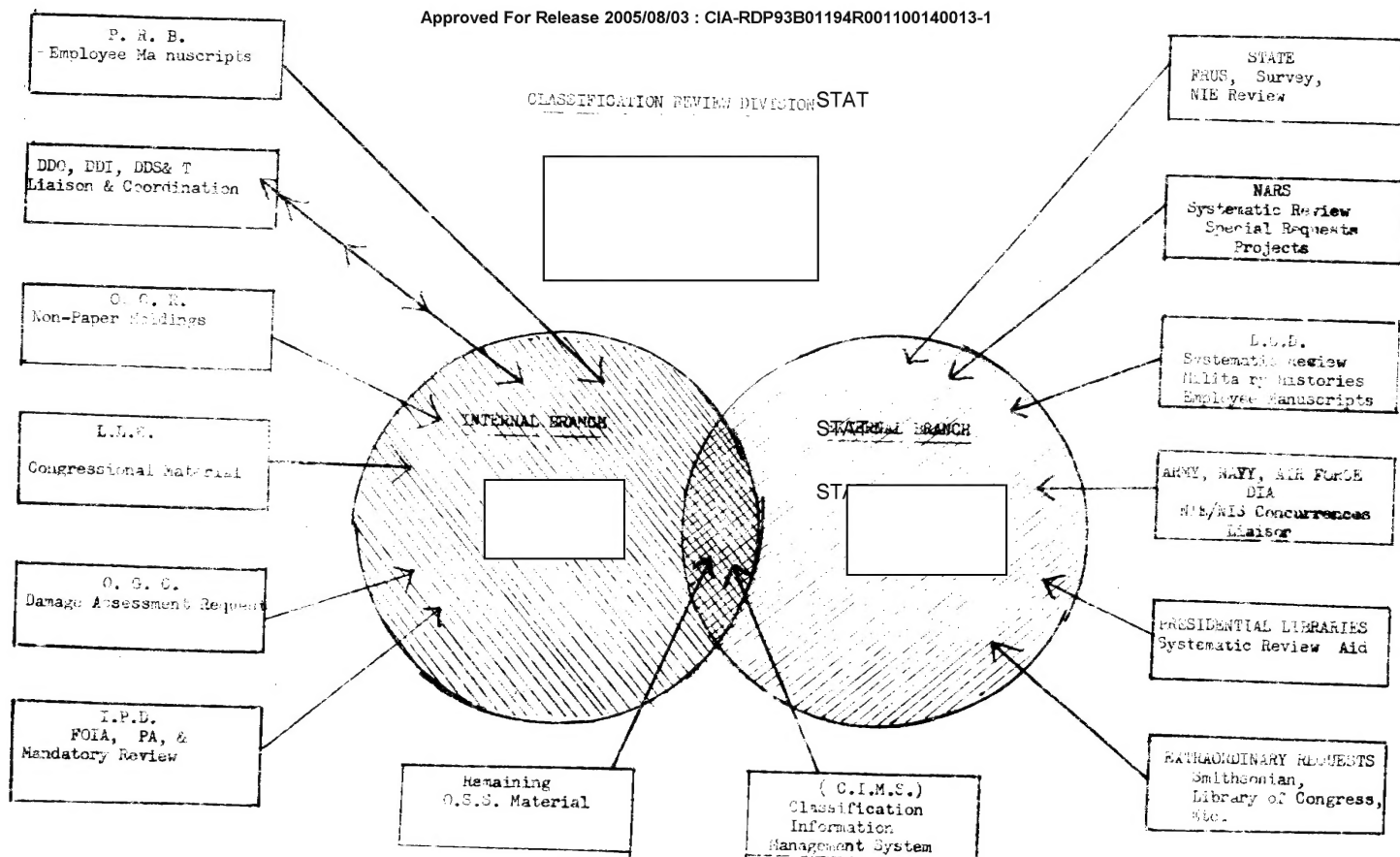
	<u>Docs</u>	<u>Pgs</u>	<u>Manhrs</u>
Mar	148	2383	8
	73	1003	14
	67	843	15
	67	1311	14
	103	1482	12
	81	2328	16
	<u>62</u>	<u>433</u>	<u>2</u>
	601	10,283	81

Review at Presidential Libraries, 1982

	<u>Docs</u>	<u>Pgs</u>	<u>Hrs</u>
Jul	29	76	6
Aug			80
	4801	21834	80

SAEs 1983

	<u>No.</u>	<u>Pgs</u>	<u>Hrs</u>
Feb 83	4	14	3
	1	4	7
	1	1	1.5
	2	2	5
Mar	4	115	18
	1	2	1
	2	3	2
	14	22	10.5
	7	17	5
Apr	6	14	6.5
	7	8	9.5
	7	8	7
	56	210	70



Office: Office of Information Services, Classification Review Division
 Objective Statement: Maintain and refine capability for classification review consistent with Executive Orders and
 Responsible Officer: Agency Regulations.
 Significant Funding Amount: \$ FY 83
 Date Submitted: June, 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop automated data reduction system for keeping track of classification review decisions - test portion of Released Information Management System (RIMS).						X						
Begin putting RIMS data into the computer (WANG Alliance System).						X						
Presentation of recommendation for mandatory review in CRD.			X									
Arrange for four visits of CRD review teams to Presidential Libraries (if funds are available).												0
Provide NARS with CIA guidelines for NARS systematic review for years 1952-54 (ISOO Implementing Directive 12356).				0	X							

Office: Office of Information Services, Classification Review Division
 Objective Statement: Maintain and refine capability for classification review consistent with Executive Orders and Agency Regulations.
 Responsible Officer:
 Significant Funding Amount: \$ FY 83
 Date Submitted: June, 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Acquire reference material for classification review.			N			N			N			0
Initiate second phase of State Department records survey.			0	X								
Begin classification review of Summaries of Agency Employment (SAE) for all departing employees who never had cover.					N							

X - Actual

Office: Office of Information Services, *Classification Review Division*

Objective Statement: *Maintain and enhance* the capability for classification review consistent with Executive Orders

Responsible Officer: *[Redacted]* and Agency Regulations.

Significant Funding *[Redacted]* FY 83

Date Submitted: December 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop automated (computer) data reduction system for keeping track of classification review decisions - test portion of classified information management system (GIMS) (by end of 2nd quarter).					0							
Presentation of recommendation for mandatory review in CRD.			X									
Arrange for four visits of CRD review teams to Presidential Libraries (if funds are available).											0	
Provide NARS with CIA guidelines for NARS systematic review for years 1952-54 (ISOO Implementing Directive 12356).				0								

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Office: Office of Information Services

Objective Statement: Maintain and refine capability for classification review consistent with Executive Orders

Responsible Officer: [REDACTED] and Agency Regulations.

Significant Funding: [REDACTED] FY 83

Date Submitted: December 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Acquire reference material for classification review.			X			0			0			0
Spot and identify possible replacement classification review officers for CRD.						0						
Initiate second phase of State Department records survey.			0	X								

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